

Memorandum

To: General Assembly Candidate Committees who paper file reports

From: Chris Piper
Manager, Election Services

Date: 12/18/2012

Re: New Regulation in Effect for Paper Filers

VAC20-90-20. Filing Fee: This regulation requires all General Assembly members which file their campaign finance reports on paper with the State Board of Elections to pay a \$25 administrative fee per report filed (to include large pre-election contribution reports). The payment is due by the deadline for filing the report or the report will not be considered timely filed. Indigent committees may request a waiver from the State Board of Elections.

To avoid this fee you can opt to electronically file using SBE's new user-friendly reporting system called COMET. To do this, you will need register as a new user and amend your campaign committee Statement of Organization. See instructions below:

COMET INSTRUCTIONS

To begin using COMET, Click here: <https://cf.sbe.virginia.gov>. Here is a link to the user's manual http://www.sbe.virginia.gov/cms/documents/CF/COMET_User_Manual.pdf
Instructions for registering:

Establishing a "Profile or Account"

Once you click the link to the Web link, the application will prompt you to establish your logon credentials by clicking on the Register Here link.

NOTE: Passwords are required to have at least 1 number, 1 upper case character, and contain 8 or more characters.

Click on "**Create a New Account**" enter your e-mail address and a password.

Copy the verification words from the picture as instructed on the form. Cannot read what is there click the top button on the bar to the right to change the words. Click on the Register button. You will see the "**Register Success**" screen.

You will receive an email with a link to the log on screen.

Enter your credentials where provided. Upon creating your logon credentials, the system will send you an email. Click on the link in the email to login and activate your account. If you do not receive an email within 15 minutes, try registering again.

You must enter Profile (Contact) information (shown below) before you can use the system. Required fields are indicated by asterisk.

After clicking the "Save" button, you will see the "Home" screen (below).

- Once you register as a user and login you will see your Statement of Organization on the right of your screen. To amend the statement of organization to electronically file click on the committee name
- Click on "Statement of Organization" (red ribbon at the top)
- Click on the "Edit" button
- Scroll down to the section "Filing Method" use the drop down to select "SBE e-filing application"
- Scroll down to the bottom left where you will click on the radio button to "Submit" once done the "Submit" button will come up on the left. This will prompt you to enter the
- "Date changes took effect" use the current date and click "Submit".